



## THE BUILDING BLOCK

We all know that DFCM has great people! (Was there ever any doubt?), I think with all things considered, we would have to say that the management at DFCM does a good job in recognizing the excellent work of its employees. Our budget is tight, and we've been placed under quite a few constraints, but at least we have a process whereby good performance can be recognized and rewarded. You probably all have been informed either by email or meeting with your respective groups about the changes in our incentive policy. It is available for those who wish to review it, but with all the changes lately, we wanted to make sure that everyone has a clear understanding of our policy.

As you all know, we had changed to holding division meetings from quarterly to semi-annually. Our new director, Keith Stepan, has decided that we will re-institute the quarterly meeting. It gives us a chance to get together and celebrate our accomplishments, have fun, and dispense information that is pertinent to everyone. We are now well into preparing for our next meeting, to be held on December 4<sup>th</sup>.

I'll begin with a brief word about the DFCM award categories – there are three. The Outstanding Employee of the Quarter, the 'On the Spot' and other special awards, and the annual award based on the employee evaluation. Funding for these awards are provided by each section separately. In other words, the ISF must fund their awards, and the appropriated section must fund theirs. These awards are not "automatic," if there are no funds available at the beginning of the fiscal year, there can be no

incentive awards given that year. Below I will try to give you an explanation of the process of choosing each category.

### **Outstanding Employee of the Quarter**

The ISF Section of DFCM has a process of choosing a nomination for the Outstanding Employee of the Quarter, which will remain the same. Quarterly, nominees are submitted from each facility group. The facility coordinators meet and choose one person from the crafts section, and another meeting is held to select one from the ISF Administration section. A candidate is also chosen from the 4110 office, so there are three nominations submitted to the management team. This group votes and the successful candidate for the DFCM Outstanding Employee of the Quarter receives \$500.

### **On the Spot & Special Incentives**

Awards that are given must fall under one or more of the following six classifications:

- Increased Efficiency
- Exceptional Performance
- Leadership
- Cost Savings
- Value Enhancements
- Customer Service

These areas can apply to either an individual's performance or the performance of a group. You can find further explanations of each of these classifications in the DFCM Incentive Policy. Anyone can nominate any other member of DFCM for an incentive award, and of course, the nomination needs to thoroughly explain the employee's involvement, and which classification it falls under.

The nominations are turned into any member of the incentive committee, which are then turned in to the chairperson. The nominations are assigned to members of the committee to research and check the validity of the nomination. The committee member will contact the nominee's supervisor, and any other pertinent individuals, investigate the nomination, and report their findings to the committee. The committee evaluates the nomination and assigns a dollar value for the award, based on the value of the act's overall impact on the division.

On the Spot awards are given by an employee's supervisor, but they can also be suggested by a co-worker. The limit for these will remain \$50. The Division Director must sign all incentive awards, including On the Spots.

No incentive award, not even an On the Spot, can be given unless the performance falls under one of the six classifications. So, we do not have the leeway in using the On the Spot awards that we have had in the past. These awards were originally instituted to be an instant "job well done" for our staff. Now, they can't always be instant, and the restrictions have limited what we can actually do with them, but at least we still have the option of using them.

Speaking of restrictions, there are a few to keep in mind regarding the awards, which are clearly spelled out in the policy. Even though it is very tempting, incentive awards cannot be used to take the place of productivity or performance increases, and prospective nominees must have received a successful or better score on their

performance appraisal for the year. Also, they are not available to our temporary employees.

### **Annual Employee Evaluation Award**

The other area that has changed is in the area of the annual employee evaluation. If the incentive award program is funded for the year, then 80 percent of the funds for the appropriated group, and 60 percent of the ISF group's fund will be set aside for the annual incentive awards. As we experienced this last performance year for the first time, employees that are rated as either 'Exceptional' or 'Highly Successful' can participate in this incentive. The number of employees in these two groups is divided into the amount of

money available, and the employees rated as 'Exceptional' receive three times more than those rated as 'Highly Successful,' as a one-time bonus.

### **Sick Leave Incentive Award**

The sick leave incentive award program is still an option, when authorized by the Executive Director of the Department. Currently, the Department of Administrative Services is not participating in this program.

### **DAS Outstanding Employee Award**

In March of each year, DFCM will select one employee, chosen from those that have been selected as the Employee of the Quarter, as DFCM's Outstanding Employee.

This recipient will be recognized at the annual DAS awards ceremony.

DFCM's Incentive Award program has become more restricted, partially because of the tight budgets we are all being asked to operate under, and partly because of abuse by other divisions or departments in state government. It is unfortunate that we all have to feel the affects of other's actions, but it does help us be more aware of our practices and how the public views us. Most state employees are very loyal, hard working and dedicated individuals, and I appreciate working for a division that recognizes and supports us.

Article submitted by  
Priscilla Anderson



### **Kudos on the Eccles Center Project**

Gould Evans Associates, the architects for the Snow College Performing Arts Center, which is now known as the **Eccles Center for the Performing Arts and Horne School of Music**, received an Honor Award from the Utah Chapter of the American Institute of Architects at the Annual Awards Banquet held at the new Salt Lake City Library on September 19, 2003. Gould Evans Associates is planning on submitting the project for the AIA's Regional Awards Program as well.

tion's Brian Hobbs, Lyle Miller, and Jake Probst really made it happen in the field as well – Great job everyone!



Gould Evans produced a very technical project in about eight months. Layton Construction constructed the job three months faster than any of their competitors, thus allowing the first production of the season to open in October. Layton Construction, Snow College and DFCM are honored to be associated with this project.



We recognize the effort expended by both the Phoenix and Salt Lake offices of Gould Evans Associates. Way to go Becky, Donna, Jose, Kevin and Kurt! Layton Construc-

Article submitted by  
Dave McKay

### **ENERGY EFFORTS RECOGNIZED**

On October 10<sup>th</sup> the Association of Professional Energy Managers (APEM) are going to award the Matheson Court House/ DFCM the 2003 APEM Energy Champion Award for their outstanding efforts in retro commissioning and its contribution towards energy conservation.

APEM is an organization that is dedicated to advancing the understanding and practice of sound energy management principals and their environmental effects.

Congratulations to Mike Butler and Kevin Healy (DFCM) and Jim Hood of the Utah Energy Office for their efforts and accomplishments. Their hard work has allowed DFCM to be recognized for their efforts in sound energy management of the Scott Matheson Court House

Article submitted by  
Jake Jacobson



Our Incentive Committee is busy making preparations for our December Division meeting. We would like to continue the tradition of selecting a charity to support during the holiday season, and therefore have selected the theme of ANGELS WITHIN THE DFCM FAMILY.

This year we will be supporting our own employees in need of assistance. If you know of a family in need of assistance, or you need assistance yourself, please contact Shannon Lofgreen or Debi Tripp prior to October 17. All names will be kept confidential. They will then contact the employee to ensure they are comfortable with receiving the gifts and to get information

regarding the age, size, and wish list items of their children.

An Angel Tree will be placed in both 4110 and 4130 by mid-November with the necessary information regarding the family's needs. The information will then be confidentially placed on our Angel Trees. Those wishing to offer help in purchasing the needed items will be able to take an angel off of the tree. We will also be accepting monetary donations through December to purchase the needed items.

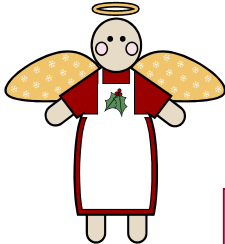
DFCM has always been very giving and we hope that we can continue this tradition throughout this holiday season. What better people to

help than our very own DFCM family members?

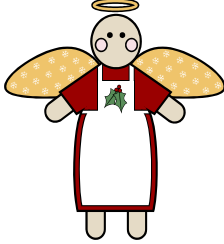
Please feel free to contact Shannon or Debi with any questions that you may have.



DFCM  
DECEMBER QUARTERLY MEETING  
“ANGELS WITHIN THE  
DFCM FAMILY”



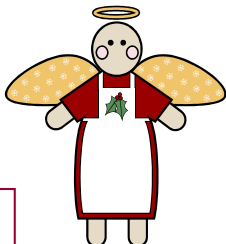
FUN  
FOOD  
GIFT  
EXCHANGE




Date: December 4, 2003  
Time: 11:30 –2:30  
Place: Zion Building  
State Fair Park

Sign up sheets for luncheon will be available at the desks of the clerical staff.  
**INCENTIVE NOMINATIONS** are due by November 12, 2003

Submit nominations for families in need to Shannon or Debi by October 17, 2003.  
All names will be kept confidential.  
Visit our **ANGEL TREES** in 4110 & 4130 after November 15th



INCENTIVES  
SERVICE  
AWARDS  
EMPLOYEE  
OF THE  
QUARTER







**Congratulations to Joyce Grygla for guessing the spotlight from last months newsletter. The Guess Who spotlight from September was Kyle Keysar.**

## GUESS WHO

Hobbies: Gardening, reading  
counted cross-stitch, , genealogy

Hero: my mother

Favorite Color: blue

Favorite Food: fish

Favorite Song: Last Kiss

Favorite Movie: Blue Hawaii

Favorite Team: the 49ers of 5-10 years  
ago

Favorite Sport: football

Least Favorite Food: Brussel Sprouts

Favorite TV Show: JAG

Favorite Actor/Actress: Audrey Hepburn

Favorite Holiday: Thanksgiving

Notable Achievement: Raising happy,  
law-abiding children

### **FOR YOUR INFORMATION: EMPLOYEE UPDATES**

#### **FAREWELL:**

**Pam Harvey** left our Real Estate group to pursue other avenues. We wish her well in her future endeavors.

**Robyn Taylor** has also left DFCM after working in our CAD group for a year. She accepted a position with a local Architecture firm. Good luck Robyn.

#### **WELCOME:**

**Scott Harrison** has joined the maintenance staff at the Provo Re-

gional center. Welcome and good luck in your new HVAC position.

#### **CONGRATULATIONS:**

DFCM would like to congratulate **Justin Caton** for his new position as Office Technician in 4110. Justin has done a great job filling in for our Receptionist for the past few months and now will be filling that position full time. Congratulations Justin!

**Scott Richardson** was promoted to the Building and Grounds Supervisor at the Provo Regional Center. Congratulations Scott we know you will be very successful

**Marshall Carter** was promoted to the Facilities Coordinator at the downtown Complex as **Nick Radulovich** moved to the Matheson Courts Complex. Congratulations!



*Contributions from staff are always welcome!*

*Writing/editing by  
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articles.*